

COVID INFORMATION FOR BUSINESSES

The City of Burbank Employment Connection (BEC) is a satellite office of the Verdugo Jobs Center (VJC) in Glendale. Clients of BEC may utilize services provided by the VJC.

For the most up to date information on COVID-19, please refer to the [CDC COVID-19 website](#). State of California updates are located [here](#). Local updates from the County of Los Angeles can be found [here](#).

Rapid Response

If you are considering reducing your employees' hours or implementing layoffs, we strongly encourage you to call the Verdugo Jobs Center at (818) 937-8000. We will take down your information, and our Rapid Response team will contact you within one business day to provide information and services, free of charge, that may mitigate COVID-19 impacts, including:

- Layoff aversion strategies
- Access to capital
- CARES Act
- Employee resources
 - Unemployment insurance
 - Health coverage
 - Job search assistance

View this [Fact Sheet from the Employment Development Department](#) for more information on Rapid Response services.

Recruitment Assistance

If your business has open positions and is looking for candidates to fill them, the VJC can help! We are also able to coordinate virtual information sessions, refer qualified candidates, conducted targeted recruitments and other types of hiring events for businesses.

For questions about recruitment, contact Tina Hartyon at (818) 937-8080 or email VJCRecruitments@Glendaleca.gov.

Access to Capital

- The City of Glendale has launched its Personal Protective Equipment Program, which includes a \$500 Reimbursable Grant Program for Businesses and Non-Profits. This program will begin August 31, 2020; more information can be found [here](#).
- The Paycheck Protection Program, a key feature of the CARES Act, is a loan designed to incentivize small businesses to keep their workers on payroll during the COVID-19 pandemic. Businesses with less than 500 employees are eligible; this includes sole proprietorships, independent contractors and self-employed persons, nonprofits, and veterans organizations. Loans may be forgiven if the employer maintains or quickly rehires employees and maintains

salary levels. Eligible businesses should contact their bank to determine if they are offering PPP loans and the expected timing for processing and approving applications. Applications for the PPP Program are still being accepted. [Find the application here.](#)

- The U.S Small Business Administration (SBA) continues to offer its Economic Injury Disaster Loan Program, which provides up to \$2 million in assistance to qualified small businesses and US agricultural businesses, and an advance of up to \$10,000 which will not have to be repaid. [Learn about the advance and find the application here.](#) business, and an advance of \$10,000 which will not have to be repaid.
- To assist borrowers that have been adversely affected by COVID-19, the SBA will pay 6 months of principal, interest, and any associated fees that borrowers owe for 7(a), 504, and Microloans. [Click here to learn more.](#)
- [SBA Express Bridge Loans](#) enable small businesses who currently have a business relationship with an SBA Express Lender to access up to \$25,000 quickly.
- Through the [City of Los Angeles Small Business Emergency Microloan Program](#), for-profit and tax-exempt businesses in the City of Los Angeles with 100 or fewer employees can get an [emergency microloan](#) of \$5,000 to \$20,000.
- [Click here](#) to see what disaster relief programs you may be eligible for and to learn more about California's Small Business Disaster Loan Guarantee Program.
- Employers experiencing a slowdown in their businesses or services as a result of the coronavirus impact on the economy may apply for the [UI Work Sharing Program](#). This program allows employers to retrain their employees by reducing their hours and wages that can be partially offset with UI benefits, as an alternative to layoffs.

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Pandemic Unemployment Assistance

The Pandemic Unemployment Assistance (PUA) Program provides benefits to unemployed Californians including:

- Business owners
- Independent contractors
- Self-employed individuals
- Those who do not qualify for regular Unemployment Insurance (UI) benefits
- Those who qualified for regular UI benefits, but have already collected all of those benefits.

[Click here to learn more and apply.](#)

Stay Informed

- For information about job protection and employment discrimination, visit the [California Department of Fair Employment and Housing](#) website.
- Information about employee leave options, compensation and salary can be found at The [California Labor Commissioner's Office](#).

More Helpful Resources

- For help making a plan for your business or figuring out which financial options are best for your situation, contact the Small Business Development Center ([PCC SBDC](#)). The SBDC has expert business consultants available to provide free, individualized and confidential one-on-one advising to help you develop a strategy to plan and recover from the COVID-19 pandemic. The SBDC is also available to help you understand the financial resources available and prepare applications for funding.
- California Chamber of Commerce's [COVID-19 Survival Guide for Employers](#)
- The City of Glendale's [Emergency Business Resources](#) page.
- [LAEDC's COVID-19 Community Connector](#)
- [California's Return to Work Webinars](#)
- [Getting PPP Loan Ready](#)

Archived Webinars

Demystifying COVID-19 Resources (04/08/2020)

- [Webinar Recording](#)
- [Presentation](#)
- [List of Participating Banks](#)

Getting Technical: SBDC Offers Direct Assistance to Small Businesses Applying for COVID-19 Funding (04/16/2020)

- [Webinar Recording](#)
- [Presentation](#)

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program.

Auxiliary aids and services are available upon request to individuals with disabilities. TTY (818) 548-3857.

Requests must be made within 3 business days of the event.

